



## **OPERATIONS PLAN**

Revised 3/8/2011

Facility Address:

7201 East Marginal Way South  
Seattle, WA 98108

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**CDL RECYCLE**  
**OPERATIONS PLAN**

**Applicant:** CDL Recycle, LLC, a Washington limited liability company

**Facility Type:** Material Recovery Facility  
(Construction, Demolition and Landclearing debris)

**Facility Location:** 7201 East Marginal Way South  
Seattle, WA 98108

**Applicant Contact:** Chris Martin  
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**I. INTRODUCTION**

CDL Recycle is a Material Recovery Facility for Construction, Demolition and Landclearing debris ("CDL"). CDL Recycle receives CDL and sorts recyclable components out of it, including wood, metal, cardboard, plastic, concrete, asphalt, stone and drywall.

This application concerns the CDL Recycle facility at 7201 E. Marginal Way South (the "7201 Facility"). CDL Recycle began operating at the 7201 Facility in January 2007 as a permit-exempt materials recovery facility under WAC 173-350-310(2). As a permit-exempt MRF, CDL Recycle must reject any loads that are less than 90% recyclable, and CDL Recycle must achieve a 95% recovery rate overall.

CDL Recycle now applies for an Intermediate Solid Waste Handling Facility permit for the 7201 Facility so that CDL Recycle can accept loads that are less than 90% recyclable and so that CDL Recycle's overall recovery rate can be less than 95%. This change will allow more construction waste recycling in Seattle.

CDL Recycle does not propose to make any other changes from current operations.

## **II. FACILITY LOCATION AND DESCRIPTION**

See Appendix A for a Vicinity Map and Appendix B for a Site Plan.

7201 East Marginal Way South is in the heart of Seattle's industrial zone. CDL Recycle leases the facility from Ellis Garage, LLC ("Landlord"). Landlord and CDL Recycle share the site. CDL Recycle operates its material recovery facility on the site and Landlord operates a trucking company on the site – storing and maintaining trucks. The entire site is 1.85 acres, triangular in shape, fully fenced and surrounded by other industrial uses. This location allows maximum security and minimal impact on the surrounding community.

Materials are tipped and sorted within a steel and concrete building of approximately 7000 square feet. The tipping floor is covered and protected. A separate office and scalehouse building is used for administrative operations.

Heavily trafficked areas on the site are of an asphalt or concrete surface. Lighter use areas have a crushed rock surface.

The CDL Recycle Site is zoned General Industrial. A Material Recovery Facility is a permitted use in a General Industrial Zone.

## **III. GENERAL OPERATIONS**

### **A. Capacity**

Based on current operations, CDL Recycle has capacity to receive and sort at least 2000 tons of CDL per month.

### **B. Hours of Operation**

CDL Recycle is open to selected and pre-screened contractors and haulers to receive loads from 6:30 am – 4:00 pm, Monday through Friday. Operations, cleaning and maintenance operate up to 24 hours per day. CDL Recycle adjusts operating hours as necessary to accommodate customers, sort material, move sorted material off-site and perform maintenance.

### **C. Vehicle Receiving and Unloading Procedures**

#### Entry Signage

Signage at the facility entrance identifies the name of the facility, hours of operation, prohibited materials and other policies.

#### Checking for Covered Loads

A secured load is a load of material that has been tied, tarped, secured or covered in the vehicle in a manner that will prevent any material from leaving the vehicle while the vehicle is in motion. Staff reviews incoming vehicles to confirm compliance with

covered load requirements. Non-complying vehicles are notified of their violation and fees are assessed.

The unsecured load fees are as follows:

- \$5.00 for trucks less than or equal to 8,000 pounds licensed gross vehicle weight.
- \$10.00 for trucks greater than 8,000 pounds licensed gross vehicle weight.

The aforementioned fees are in addition to any penalties or fines for unsecured loads by law enforcement officers.

#### Screening for Unacceptable Waste

CDL Recycle accepts recyclable material from construction, demolition, and land-clearing contractors. The load is deemed acceptable if it contains material that is at least 90% recyclable. Prior contact with the customer is required. CDL Recycle communicates both acceptable and unacceptable materials to a potential customer. Before any loads are dumped at CDL Recycle, potential customers have signed a pre-acceptance letter that they have seen and agree to the acceptable/unacceptable material list for the facility.

Lists of materials that are acceptable and unacceptable at CDL Recycle are posted at the facility and are attached as Appendix C to this Operations Plan.

Incoming loads are screened for unacceptable wastes in various ways: (i) The scalehouse operator asks the driver the source of the load and any load from a suspicious source is refused (ii) questionable loads are viewed before tipping; (iii) loads are also inspected after tipping by the tipping area supervisors/operators. A vehicle with Unacceptable Waste is not allowed to deposit its contents at CDL Recycle, and it is referred to an alternative facility shown on Appendix C.

The Site supervisor and tipping area supervisors/operators have attained "Class IV Asbestos Awareness certifications to visually spot these items. Additionally, The General Manager is a certified "AHERA Building Inspector". (iv) Painted wood is tested for lead based paint and if lead painted material is prevalent the load will be rejected. The Tipping area Supervisors are trained to test for lead using the quick lead test swabs. Materials that have been tipped discovered to have lead paint can either be reloaded or sent directly to our landfill bound residuals trailer/container. Haulers with unacceptable waste loads are referred to an alternative facility shown on Appendix C.

If a load containing unacceptable waste is discovered after tipping onto our floor, different actions may be taken depending on the character of the unacceptable waste. If the unacceptable waste is, or is suspected to be, asbestos or another hazardous substance, our staff will proceed as set forth in attached Appendix E. CDL Recycle will exercise business judgment about follow up actions; for example, we may do nothing if the infraction is minor, or for a major infraction we may contact the offending hauler or source of the unacceptable waste to recover our handling costs. Repeat violators will be required to post financial assurances before continuing to deposit loads with us.

### Lead Paint

CDL Recycle does not accept lead paint or materials painted with lead based paints. CDL will accept painted wood that has been tested or is accompanied by an MSDS that confirms that the paint is non hazardous. CDL Recycle tests painted material that has been found in tipped loads for lead. If the tipped material has lead paint it is either reloaded or put in the residuals that go to landfill.

### Vehicle Weigh-In and Tip Floor

Every incoming vehicle is weighed and processed by the scale operator. The scale operator inputs the vehicle identity, weight and source of the load. After weigh-in, the vehicle proceeds to the tip floor. The load is tipped when directed by CDL Recycle staff to do so.

After tipping its load, each vehicle proceeds back across the scales, where the vehicle is weighted out and a receipt issued.

A copy of the Scalehouse Data Input Form is shown at Appendix D.

### Over Capacity

If CDL Recycle is unable to accommodate incoming loads, the incoming loads are directed to the South Transfer Station, Rabanco's 3<sup>rd</sup> and Lander Transfer Station Waste Management's Eastmont Facility or Recovery 1 in Tacoma, as appropriate for the customer.

## **D. Material Sorting Procedures**

### Initial Pre Sort

Tipped materials are presorted with a grapple we remove large, heavy and bulky items and check for hazardous materials prior to pushing this material into our inventory stockpile

### Stockpile

The remaining smaller materials in the inventory stock pile are loaded into the hopper.

### Sort Line

The Loading Hopper mechanically separates the materials into a steady stream and the materials are hand-sorted from the Sort Line directly into 20-40 yard boxes by CDL employees.

## **E. Transfer of Sorted Recyclable Materials**

### Off-Site Transfer of Materials

Materials awaiting off-site transfer are stored in steel roll-off boxes. Sorted materials are transferred off-site to processors and users by roll-off truck. All outgoing loads are covered before leaving the facility.

## **F. Visitors and Security**

### Visitor Policy

Visitors must wear appropriate Personal Protective Equipment. Visitors must follow safety procedures and comply with all requests and rules from the Site Supervisor.

### Site Security

The CDL Recycle facility is fully fenced and can be securely locked. Materials on-site are bulky and of little commercial value and so site security is not a problem. Staff are present at all times the facility is open and unlocked. Some select haulers have before and after hours privileges.

## **G. Weather/Natural Conditions**

CDL Recycle is lit and signed for operation under low-light conditions. In order to ensure operations during periods of snow and ice, CDL Recycle will contract for snowplowing operations and will maintain adequate supplies of salt and gravel on-site.

## **H. Administrative Procedures**

### Record Keeping

Site staff record the operating information set forth below, using an electronic database program. Data is maintained in electronic format for more than five years. The following operating data is maintained at a minimum:

1. Source of incoming load.
2. Weight of incoming load.
3. Material in incoming load if it is not commingled CDL (i.e., if it is a material that does not require sorting).
4. Weights of outgoing sorted materials, including: concrete, asphalt, wood, ferrous metal, nonferrous metal, cardboard, plate glass, tires, Styrofoam, polyurethane foam, rag, mattresses, drywall, asphalt shingles, rigid plastic and plastic film.
5. Disposition facility for all materials.

A copy of the Scalehouse Data Input Form is shown at Appendix D.

### Annual Report To King County and DOE

CDL Recycle will prepare and submit an annual report to King County Health Department and Department of Ecology by April 1 of the subsequent calendar year. The annual report shall include: Name and address of the facility; calendar year covered by the report; annual quantity of each type of material received, recycled and disposed, in tons; any additional information required by written notification of King County Department of Health.

### Operations Plan – Availability, Adherence and Amendment

A copy of the current Operations Plan will be kept by the Site Supervisor and General Manager and will be available to King County Health at any time for inspection. CDL Recycle Staff will be trained about the Operations Plan.

## **I. Inspection, Maintenance, Janitorial and Contaminant Control**

### Daily, Weekly, Monthly and Quarterly Inspections

Site inspections will be performed on a daily, weekly and monthly basis. Inspection logs will be signed by the inspecting employee and maintained on-site for at least 5 years. Inspection log sheet forms are attached at Appendix D.

### Daily Inspection, Maintenance and Janitorial

Each operational day will include a period of non-operation during which the facility is cleaned. Litter is controlled. All loose materials or litter are contained and removed during daily janitorial services.

### Rodents, Birds and Other Vectors

Because CDL Recycle receives only non-putrescible materials, there is little food in the facility and it is not an attractant for animals. Any detected vector presence will be controlled with traps or poisons.

### Dust Control

Misting nozzles are used to spray down dust generating points, which are: (1) loads while being dumped and (2) the Loading Hopper on the Sort Line. (3)

### Tip Floor Protection

The tip floor and material stockpile areas are covered and protected from wind, rain and snow.



### Stormwater Pollution Prevention

Sorted material is stored in metal roll-off boxes. Stormwater from the site is routed into Seattle's combined storm/sanitary sewer lines. Storm drains are checked weekly as part of the inspection process and cleaned accordingly. CDL contracts with NRC for vector services.

## **IV. SAFETY**

Site safety is the primary objective for all CDL Recycle operations

### **A. Safety Training**

Prior to beginning work, all staff must attend mandatory Safety Training, which will include components on identifying hazardous materials, site operations safety, vehicle safety, equipment safety and emergency response procedures. Staff operating dangerous equipment are trained and certified in its operation before starting work.

CDL Recycle's Emergency Action Plan is attached as Appendix E.

### **B. Personal Protective Equipment**

All employees and visitors in the area of operations must wear the following Personal Protective Equipment (PPE).

1. Coveralls or other appropriate clothing.
2. ANSI Certified Safety Vest
3. Hard Hat.
4. Safety glasses.
5. Work boots with heavy duty soles (Employee provided).

In addition, to the above items, personnel must wear the following equipment when indicated:

1. Gloves – when handling or sorting materials.
2. Hearing protection – if working near noisy equipment.
3. Dust protection masks are available at employee option.

### **C. Dust Control**

Misting nozzles are used to spray down dust generating points, which are: (1) loads while being dumped and (2) the Loading Hopper on the Sort Line. Dust masks are made available for sort line workers, at their option.

### **D. Fire Control**

Smoking is prohibited at CDL Recycle. Local fire fighting and containment equipment is provided throughout the facility for use by staff. A Fire Response Plan is part of the Emergency Action Plan at Appendix E.

#### **E. Hazardous Substances.**

CDL Recycle does not accept hazardous substances. The entrance is posted with a sign saying that hazardous substances are prohibited. All incoming loads are visually reviewed for hazardous substance containing materials and any suspicious loads are rejected. Any hauler that tips a load with hazardous substances onto the tip floor is subject to all local, state and federal laws, as well as our costs in responding to, containing and remediating the hazardous substances.

Any Hazardous Materials discovered on-site are addressed in accordance with the Hazardous Substance Response Plan, with which all employees must be familiar. The Hazardous Substance Response Plan is a part of the CDL Recycle Emergency Action Plan attached at Appendix E.

#### **F. Communications**

Communication is an important safety tool. The site is served by numerous phone lines and high speed internet access.

#### **G. Sort Line Safety**

Our Sort Line was manufactured in Washington in 2006 and complies with applicable worker safety rules and laws. Sort line safety controls include the following: operator/moving part physical barriers; shielded high voltage elements; Emergency Shut Down switches; and ergonomically designed employee work stations. Any worker on the Sort Line can use an emergency trip wire to stop the line at any time for safety reasons.

### **V. FACILITY CLOSURE PLAN**

The following will occur if the facility is closed:

1. King County Health Department will be notified in writing 180 days or more in advance of closure.
2. Prior to closure the facility will cease accepting new CDL and all CDL on-site will be sorted. All sorted materials will be removed from the facility. All residual materials will be disposed of as waste.
3. The facility will be cleaned.
4. Debris will be removed from site drains, sumps, and catch basins.
5. Litter and debris around the facility will be removed.
6. Equipment will be depowered and decommissioned to ensure safety.
7. The perimeter fence and gate will be locked.

8. The facility may be converted to other uses in accordance with applicable leases, contracts, permits, and regulations.

## APPENDIX A

### Vicinity Map

QuickTime™ and a  
TIFF (Uncompressed) decompressor  
are needed to see this picture.

## APPENDIX B

### Site Plan and Floor Plan

[TO BE ADDED]

## APPENDIX C

### Acceptable and Unacceptable Waste

#### ACCEPTABLE MATERIALS

1.	WOOD . (plywood, chipboard, mdf, glulam, pressure treated, creosote treated, painted, with nails, with glue, etc)
2.	METAL. (steel, aluminum, copper and all other metals)
3.	AGGREGATE. (Concrete, asphalt, rock, masonry)
4.	CARDBOARD / PAPER.
5.	PLASTIC.
6.	WIRE.
7.	OTHER. Any other construction and demolition waste, but excluding prohibited materials shown on the attached list.

#### **Notes**

1. Demolition waste is acceptable only when from a known site and accompanied by a Hazardous Materials Survey.

## **PROHIBITED MATERIALS**

1. Liquids, items containing liquid and saturated material.
2. Gas-filled containers (e.g. propane).
3. Household garbage.
4. Commercial garbage.
5. Hazardous Materials or anything containing hazardous materials. We do not accept any materials that are regulated by state or federal environmental or hazardous substance laws.
6. Uncertified demolition waste.
7. Biomedical waste.
8. Asbestos or materials that are suspected of containing asbestos.
9. Lead paint.
10. Fluorescent light bulbs.
11. Batteries.
12. Burned materials.
13. Telephone poles.
14. Any other materials that present a risk to our employees, our equipment or our facility, as determined by the Site Supervisor in his or her sole discretion.

## **Transfer Stations for Waste that is Unacceptable at CDL Recycle**

### General Waste, Garbage and Wood with Lead Paint:

- **WM Eastmont Transfer Station**

7201 W. Marginal Way, Seattle, WA

(located in Duwamish Industrial Area – closest to CDL Recycle)

6:00am – 6:00pm M-F and 7am – 4am Sat.

- **North Recycling and Disposal Station**

1350 North 34th Street, Seattle, WA

(located in the Fremont/Wallingford area at North 34th Street, near Carr Place North)

8:00 am – 5:30 pm, 7 days a week

- **South Recycling and Disposal Station**

8105 5th Avenue South, Seattle, WA

(located south of the First Avenue South Bridge)

8:00 am – 5:30 pm, 7 days a week

- **Rabanco 3<sup>rd</sup> and Lander Transfer Station**

2733 – 3<sup>rd</sup> Ave South, Seattle, WA

(located about 1 mile north of CDL Recycle)

7:00 am – 6:00 pm M-F; 8:00 am – 4:00 pm Sat; 8:00 am – 3:30 pm Sun.

### Hazardous Waste

#### **South Household Hazardous Waste Facility**

No appointment necessary.

The South Hazardous Waste Facility is located at the South Recycling and Disposal Station (8105 Fifth Avenue South, Seattle, WA).

The South Facility is open Thursday, Friday and Saturday from 10 AM – 4 PM.

The following Hazardous Wastes are not acceptable at the South Hazardous Waste Facility:

- Asbestos
- Medical wastes
- Explosives
- Commercial wastes

For legal disposal of these and any other hazardous wastes not accepted by the Household Hazardous Waste Facility, please consult with a professional environmental consultant, the phone directory or King County Business Waste Services at 206-296-3976.

**NOTICE: ILLEGAL DUMPING OR DISPOSAL OF HAZARDOUS SUBSTANCES IS A CRIMINAL ACT THAT MAY CARRY SEVERE PENALTIES INCLUDING JAIL.**



## APPENDIX D

### Incoming-Load Data Form

**Scale/Plant Work Order**

**Lookup**

Vehicle   
License #   
Work Order #

**Transporter**

**Generator Site ID**

PO #

**Receipt**

**Date** 7/27/2007 **Time In** 09:14 AM **Time Out** 12:00 AM **Total Time** 00:00 **Destination** CDL **Status** Scheduled

**Vehicle**  **License #**  **Equipment**  **Route**  **Driver**  **Workflow**  **Material**

**Source**  **Container**  **Container Source**  **Cell**  **Grid**

**Weight In** 0.00 **Scale**   
**Weight Out / Tare Weight** 0.00 **Scale**   
**Net Weight** 0.00

**Add Default Charges...**

Charge Code	Material	Description	Type	No Charge Qty	Min Charge	Qty	Units	Rate	Amount
-------------	----------	-------------	------	---------------	------------	-----	-------	------	--------


**Notes**

**Total Charges:** 0.00  
**Total Payments:** 0.00  
**Balance:** 0.00

CDL Recycle, LLC

# APPENDIX E

## Facility Inspection Log Sheets

			
		<b>DAILY LOG</b>	
		[To be completed by staff]	
Date:			
Name:			
	OK	NOT OK	Describe Problem/Solution
<b>Site</b>			
3 Gates open			
litter/debris			
Walk Site Perimeter			
<b>Data</b>			
Computer on			
<b>Tip Floor</b>			
traffic control/cones			
<b>Heavy Equipment</b>			
Fluid leaks?			
Fuel tank full			
Equipment start and 5 minute warm-up.			
<b>Material storage areas</b>			
Cleanliness?			
<b>Comfort Areas</b>			
Bathrooms			
Breakroom			
Lockerrooms			



## WEEKLY LOG

[To be completed by staff]

Date:

Name:

OK

NOT OK

Describe Problem/Solution

### Stormwater

Catchbasins

Downspouts

### Tip Floor

Damage to building or equipment around tip floor?

Water hoses and misting system

Remove any material lodged in corners.

### Lighting

Tip floor and sort line lighting

Outdoor lighting

### Site

Signage

Vegetation

Walk Site perimeter – fencing, litter, etc.


### Heavy Equipment

Review service logs for any unaddressed maintenance needs.

### Material storage areas

Remove any lodged materials.

Inspect all bins for damage

			
		<b>MONTHLY Safety Inspection Log</b>	
		[To be completed by staff]	
Date:			
Name:			
	OK	NOT OK	Describe Problem/Solution
<b>Fire Extinguishers</b>			
General Condition – no rust or dents			
Gauge reads full			
Clean			
Lightly shake contents			
Inspection tag current and in place			
Safety pin in place			
Initial and date inspection log			
<b>Spill Kits and Supplies</b>			
Restocking? Use checklist on kit.			
<b>Emergency/First Aid</b>			
First Aid kit present and stocked. Use checklist on kits.			
AM/FM radio working?			
Flashlight working?			
<b>Emergency Resource Materials</b>			
911 station address card posted next to phone			
Emergency response guide			
Injury and accident forms			
MSDS book on site			
<b>Emergency Eye Wash Stations and Emergency Showers</b>			
Inspection tag present and current			
Clean and operates			
No damage			
Water full and water changes per labeling.			



## QUARTERLY LOG

[To be completed by Site Supervisor]

Date:

Name:

OK

NOT OK

Describe Problem/Solution

### General Site Condition

Parking

Signage

Catch Basins

Outdoor Lights

Building Exterior Perimeter

Gutters and Roof

### Building Interior

Restrooms

Break room

Locker Room

Tip Floor

Electrical Panel

Hose and Mist systems

### Mobile Equipment

Review maintenance and repair logs

### Emergency Equipment

Fire Extinguishers

Emergency Lights

First Aid Kit

Eye Wash and Shower

Spill Kit

MSDS Data Sheets

### Documentation

Daily, Weekly and Monthly Inspection Reports Present, Complete and Problems resolved.

## **APPENDIX F**

### **EMERGENCY ACTION PLAN CDL Recycle, LLC**

#### **INTRODUCTION**

The purpose of this plan is to ensure the health, safety, and welfare of employees at CDL Recycle, LLC and to minimize the adverse impact of possible emergencies on property and the community. This Plan is adopted in accordance with Occupational Safety Standard 29 CFR 1910.38, WAC 296-24 and other applicable law.

An emergency situation is any situation in which there is injury, loss of life, significant property damage or emergency services are needed, including medical treatment, rescue, fire, and hazardous substance control and mitigation. This plan establishes programs of response to: Fire, earthquake, flooding, medical emergency, violent criminal threat, bomb threat, gas leak/power outage and environmental contamination.

#### **PROGRAM ADMINISTRATOR**

The Operations Supervisor is the Program Administrator.

The Program Administrator is responsible for:

1. Implementation of this Emergency Action Plan.
2. Employee training with respect to this Emergency Action Plan.
3. Ongoing compliance with this Emergency Action Plan.

All CDL Recycle employees must be familiar with and comply with this Emergency Action Plan. Failure to comply with this Plan may lead to disciplinary action, including suspension or termination of employment.

#### **EMERGENCY COORDINATOR**

The Site Supervisor is the Emergency Coordinator in charge of CDL Recycle response to every emergency. The Emergency Coordinator must ensure appropriate measures are taken in the event of an emergency, notify appropriate authorities of the emergency, conduct all follow-up investigations and complete all necessary reports.

## **EMERGENCY EQUIPMENT**

- Emergency Action Plan
- Personal Protective Equipment
- Fire Suppression Equipment
- Eyewash Station
- Fully Stocked First Aid Kit(Office)
- Fully Stocked First Aid Kit(Sorting Line)
- Material Safety Data Sheets
- Hazardous spill kit
- Sharps Disposal Kit

## **EMPLOYEE TRAINING**

All employees will be trained about the contents of this Emergency Action Plan when they are initially hired, on an annual basis and whenever this Emergency Action Plan is materially revised.

Mock emergency response drills will be performed on a periodic basis.

A copy of this Emergency Action Plan will be maintained in the site office, available to employees at all times.

## **PERIODIC PLAN REVIEW**

On an annual basis the Program Administrator will review this Emergency Action Plan and make any modifications or additions as may be necessary at such time.

## **COMMUNICATION/ALARM SYSTEM**

Should a perceived emergency situation arise, the following four steps are to be followed in response:

1. Whoever observes an emergency ("Reporting Party") must immediately call 911 if the situation involves a medical emergency or a threat of medical emergency.
2. The Reporting Party must inform the Emergency Coordinator in person, by phone or by pager.
3. The Emergency Coordinator will assess the situation, and based upon that determination, consult with internal company resources and/or call for outside assistance, including 911 emergency response if applicable.
4. The Emergency Coordinator will inform employees and visitors of the emergency situation as needed to protect human health and the environment.

## EVACUATION PROCEDURES

Employees will be notified by the Emergency Coordinator if evacuation of the facility is necessary. Should an evacuation of the premises be necessary, employees shall do the following:

1. Proceed to the nearest exit—notifying others as you go. Leave your personal belongings and company property as is. **DO NOT WASTE TIME BY COLLECTING THESE ITEMS.** Your safety is most important at this time.
2. Emergency escape routes are posted throughout the facility and in each building. A copy of the Emergency Escape Routes is included as **Attachment C.**
3. Proceed in a **CALM AND ORDERLY** fashion to the primary assembly area. If the primary assembly area is not a safe distance from the hazard, you will be informed to proceed to the secondary assembly area. The primary assembly area for CDL Recycle is the main driveway entrance. The secondary assembly area is the west side of East Marginal Way South.
4. Assist handicapped persons to the nearest exit and/or assembly area.
5. The Emergency Coordinator is responsible for ensuring that all personnel have evacuated the premises and are present in their designated assembly area.
6. The Emergency Coordinator will take roll call to account for all employees and visitors. Any unaccounted-for persons will be reported to emergency response professionals.
7. No person may re-enter the building until instructed to do so by the Emergency Coordinator. No person may leave the assembly area until instructed to do so by the Emergency Coordinator/Controller.

## FIRE RESPONSE

1. Call 911 if the fire cannot easily be put out with a fire extinguisher.
2. Activate the fire alarm system, or communication process, to alert everyone of the fire.
3. Inform the Emergency Coordinator of the following:
  - a. Type of fire.
  - b. Location of fire.
  - c. Extent and size of fire.
  - d. Injuries.
  - e. Action taken, if any



4. Use the fire extinguisher, water, or loader to put out small (waste basket size) fires, IF SAFE TO DO SO and if you have been trained to use a portable fire extinguisher. Never put your personal safety at risk.
5. Evacuate the building or area of the fire (if necessary) in accordance with Evacuation Procedures.
6. The Emergency Coordinator will meet the responding fire engine and direct them to the fire.
7. Emergency Coordinator will complete all necessary reports and notifications to proper authorities and company personnel.
8. If clothing catches fire STOP, DROP, AND ROLL. Stop where you are, drop to the floor, and roll over and over to smother the flames. Cool a burn by putting cool water and ice over the burned skin immediately.

## **MEDICAL EMERGENCY RESPONSE**

The overall responsibility for medical assistance and rescue is that of the outside emergency response agencies, such as the fire department. **Attachment A** lists the emergency response agencies that may be needed.

Persons trained and certified in first aid/CPR may assist injured employees as long as these duties can be performed safely without personal risk to self or others. **Attachment B** lists personnel trained in basic first aid and CPR

1. Immediately notify the Site Supervisor.
2. Provide the following information:
  - a. Type of emergency.
  - b. Location of victim.
  - c. Extent of injuries or illness.
  - d. Number of injured/ill persons.
  - e. Actions taken, if any.
3. Locate first aid kit and administer first aid, if necessary (first aid and CPR to be administered by certified personnel only).
4. If outside medical assistance is needed, call 911.
5. Serious injuries or illness such as head or spinal injuries, broken bones, serious burns, excessive bleeding, or chest pains require immediate emergency medical assistance - ALWAYS CALL 911.
  - a. A designated person will wait outside to meet and direct paramedics, ambulance, etc., to the location of the injured or ill person.
  - b. If the person has been exposed to a hazardous material, obtain a copy of the Material Safety Data Sheet (MSDS) for the emergency provider.
  - c. Check employee's file for emergency contact name and phone number for Site Supervisor to notify of emergency situation.

6. Emergency Coordinator will complete all required reports and notifications to proper authorities, company personnel, or family member.
7. Non-serious injuries or illnesses (headache, cold, itching, nausea, etc.) may require the employee to be transported to the clinic or hospital for additional treatment.
  - a. The Emergency Coordinator will contact the clinic or hospital and inform them of the nature of the injury or illness and the number of employees being transported.
8. Non-work related injuries/illnesses should be referred to the employee's own personal physician for treatment.
9. Never leave injured or ill person alone.

## **EARTHQUAKE RESPONSE**

### During the Earthquake

1. Remain calm.
2. Take cover underneath a desk or table. Protect your head and neck.
3. Stay away from windows and objects which could fall on you.
4. Stay where you are - DO NOT RUN OUTSIDE. Falling debris may cause injury.
5. If outdoors, stay in an open area - DO NOT ENTER A BUILDING.

### After the Earthquake

1. Be prepared for aftershocks.
2. Check for injuries.
3. Administer first aid to injured parties if you are trained and willing to do so. Do not move them unless they are in immediate danger of further injury.
4. Stay put unless instructed to leave area by Emergency Coordinator.
5. DO NOT USE matches, electrical switches, or electrical appliances, in case of gas leaks.
6. Emergency Coordinator will check for gas leaks, fires, broken water mains, etc.
7. Emergency Coordinator will assess building for damage.

8. If necessary, or directed to do so by the Emergency Coordinator, evacuate the building. Be aware of structure damage that may exist, and assist both the physically impaired or injured.
9. Turn a battery operated radio on to monitor the emergency situation, or condition of surrounding areas.

### **NATURAL GAS LEAK/POWER-OUTAGE RESPONSE**

1. Notify Emergency Coordinator/Coordinator immediately.
2. If a gas leak exists, open all doors and windows.
3. If directed to do so by the Emergency Coordinator, evacuate the building in accordance with Evacuation Procedures. Emergency Coordinator will take roll call to account for all personnel.
4. Emergency Coordinator will attempt to determine cause or problem, call for emergency assistance from fire department, gas company, electric company, or other necessary source.
5. DO NOT LIGHT MATCHES, LIGHTERS, USE ELECTRICAL APPLIANCES, OR ELECTRICAL SWITCHES.

### **FLOODING RESPONSE**

1. Notify Emergency Coordinator. Emergency Coordinator will assess extent of damage and determine further actions to be taken
2. Emergency Coordinator will turn off all electrical equipment, and ensure that all electrical power has been de-energized in flooded area.
3. If necessary, evacuate the building in accordance with Evacuation Procedures.

### **VIOLENT/CRIMINAL BEHAVIOR**

1. Be alert to suspicious situations or persons and report them immediately to your supervisor. If you notice a suspicious situation or person loitering around, immediately notify the Site Supervisor.
2. If you are the victim, or are involved in any violent or criminal act, as soon as possible, notify the police and report the incident. Inform your immediate supervisor.
3. If you witness a violent or criminal act, immediately notify the police and report the act. DO NOT GET INVOLVED.
4. DO NOT TAKE ANY UNNECESSARY CHANCES. REMAIN CALM AT ALL TIMES.

## **BOMB THREAT RESPONSE**

1. Any person receiving a phone call that a bomb or other explosive device has been placed on the premises is to ask the caller the following questions:
  - a. When is the bomb going to explode?
  - b. Where is the bomb right now?
  - c. What does the bomb look like?
  - d. What kind of bomb is it?
  - e. What will cause the bomb to explode?
  - f. Why?
  - g. What is your name, address, phone number, etc?
2. Write down the answers to the above questions.
3. Call 911.
4. Notify Emergency Coordinator/Controller.
5. If the bomb threat is received by mail, do not further handle the letter, envelope, package, etc., notify your department manager/supervisor immediately.
6. If requested by the Emergency Coordinator, evacuate in accordance with Evacuation Procedures.

## **HAZARDOUS SUBSTANCE EXPOSURE RESPONSE**

1. Notify the Emergency Coordinator.
2. In case of chemical inhalation:
  - a. Remove the victim from the area into fresh air.
  - b. Call 911 if outside assistance is required.
  - c. Provide CPR if the employee stops breathing (CPR to be administered by certified personnel only).
  - d. Obtain copy of Material Safety Data Sheet (MSDS) for medical provider.
3. In case of eye contact with chemical
  - a. Review copy of MSDS sheet for proper eye washing instructions and follow instructions. Note that most chemicals are treated by flushing with water, but that in some cases, water is not recommended. **PAY ATTENTION TO THE MSDS.**
  - b. Locate eye wash shower or fountain.
  - c. If advised, rinse the eye with cold water for a minimum of 15 minutes.
  - d. Call 911 or transport to clinic or hospital, if necessary.
  - e. Obtain copy of MSDS for medical provider.

4. In case of skin contact with chemical
  - a. Review copy of MSDS sheet for proper instructions and follow instructions. Note that most chemicals are treated by flushing with water, but that in some cases, water is not recommended. PAY ATTENTION TO THE MSDS.
  - b. Flush the skin with cold water for a minimum of 15 minutes.
  - c. Remove contaminated clothing.
  - d. Follow additional instructions on MSDS.
  - e. Call 911 or transport to clinic or hospital if necessary.
5. In case of ingestion of hazardous material
  - a. Review copy of MSDS for instructions.
  - b. Contact Poison Control Center for emergency procedures.
  - c. Call 911 or transport to clinic or hospital if necessary.

**REMEMBER:** TO ALWAYS CHECK MSDS FOR THE NECESSARY FIRST AID OR MEDICAL TREATMENT INSTRUCTIONS. PROVIDE COPY OF MSDS TO MEDICAL PROVIDER.

## **HAZARDOUS SUBSTANCES SPILL RESPONSE**

1. Notify Emergency Coordinator immediately.
2. Identify source of spill.
3. Cover or dike around spilled material to prevent from getting into storm water or sewer drains using materials in the spill kit or other available materials.
4. Absorb spilled material. The absorbing material must be compatible with the spilled material. Apply absorbent from the outer edge of the spill to the center. Use a shovel for longer reach.
5. Consult with Site Supervisor for further direction on cleanup and disposal. Site Supervisor, in consultation with staff or outside Environmental Experts, will direct all clean-up, disposal and governmental reporting activity in compliance with applicable laws and regulations.

## **ASBESTOS**

CDL Recycle's Asbestos Information and Response Program appears at **Attachment D.**

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## ATTACHMENTS TO EMERGENCY ACTION PLAN

- Emergency Action Plan Quiz
- Attachment A: Emergency Contact Numbers
- Attachment B: First Aid/CPR Trained Personnel
- Attachment C: Emergency Evacuation Routes
- Attachment D: CDL Recycle's Asbestos Information and Response Program

## **EMERGENCY ACTION PLAN QUIZ**

1. Who is the Emergency Coordinator?
2. Who do you notify if an emergency arises while you are at work?
3. What is the first thing you would do if you noticed a fire?
4. What are the Evacuation Procedures?
5. What do you do if your clothing catches fire?
6. What do you do if a co-worker is injured by equipment while working?
7. What do you do if you witness a violent or criminal act?
8. In the event of a chemical exposure what is one thing that you should do regardless of the type of exposure (inhalation, skin, eye)?
9. Where should you go when you evacuate the building?
10. What do you do in an earthquake?

**ATTACHMENT A**  
**EMERGENCY CONTACT NUMBERS**

<b>Name/Agency</b>	<b>Telephone Number</b>
Site Supervisor - Lee Williams General Manager – Craig Vierling Safety Manager - Don Kusler CS OPS - Dan Bridges	206-571-6342 206-423-3010 206-280-7093 206-941-5464
Environmental Manager  Signe Gilson	206-859-6706
<b>Emergency Notification Numbers:</b>	
Ambulance/Police/Fire	<b>911</b>
Non-Emergency Fire	206/433-5327
Non-Emergency Police	206/625-5011
Insurance Company  John Policar	206-623-7035
Public Health — Seattle & King County (administers solid waste regs) 999 Third Avenue, Suite 700 Seattle, WA 98104-4039	206/296-4807
Seattle Public Utilities Solid Waste Division Seattle Municipal Tower PO Box 34027 Seattle, WA 98104-4127	206/684-3000
Local Emergency Planning: King County Office of Emergency Management 7300 Perimeter Rd S Rm 128 Seattle WA 98108	206/296-3830



National Response Center	800/424-8802
Occupational Safety & Health Administration (OSHA)	206/553-7520 800/321-6742 24 hrs.
State Emergency Response Commission: Division of Emergency Management Spill Response Center	800/258-5990
Washington Dept. of Ecology	425/649-7000
Puget Sound Clean Air Agency	800/552-3565
Washington Utilities & Transportation Commission	800/562-6150

**ATTACHMENT B**  
**FIRST AID/CPR TRAINED PERSONNEL**

TBD

**ATTACHMENT C**  
**EMERGENCY EVACUATION ROUTES**

[Building and Site Plan with hatchmarked emergency routes to be attached.]

## ATTACHMENT D

### ASBESTOS INFORMATION AND RESPONSE PROGRAM

#### 1. ASBESTOS BACKGROUND

Asbestos is a group of naturally occurring minerals. Asbestos was used in a variety of building materials because of the fiber's unique properties. Asbestos fibers have high tensile strength and do not rot. These fibers are chemically inert and acid- and heat-resistant, which makes them a good insulating material component. Most airborne asbestos fibers are very small and **cannot be seen by the naked eye**. Approximately two million fibers could rest on the head of a pin. It is these properties which make asbestos fibers a health hazard if inhaled into the lung. Regulations were created in the 1970s requiring asbestos to be removed from buildings prior to renovation or demolition. The regulations require that asbestos materials be removed using wet methods, and that asbestos waste is kept wet until it arrives at an approved disposal facility.

A **Friable material** is a material that can be reduced to a powder by hand pressure. Friable asbestos materials may release fibers into the air if disturbed. If asbestos fibers become airborne, they remain in the air for a long time before settling out. Asbestos occurring in friable material are particularly dangerous.

#### 2. ASBESTOS IN BUILDING MATERIALS

Asbestos has been used in over 3,000 building products. Suspect Asbestos Containing Materials include the following when manufactured prior to 1980:

Cement Pipes	Elevator Brake Shoes
Cement Wallboard	HVAC Duct Insulation
Cement Siding	Boiler Insulation
Asphalt Floor Tile	Breeching Insulation
Vinyl Floor Tile (typically 9x9)	Ductwork Flexible Fabric Connections
Vinyl Sheet Flooring	Cooling Towers
Flooring Backing	Pipe Insulation (corrugated air-cell, block, etc.)
Construction Mastics	Heating and Electrical Ducts
Acoustical Plaster	Electrical Panel Partitions
Decorative Plaster	Electrical Cloth
Textured Paints and Coatings	Electric Wiring Insulation
Ceiling Tiles and Lay-in Panels	Chalkboards
Spray Applied Insulation	Roofing Shingles
Blown-in Insulation	Roofing Felt
Fireproofing Materials	Base Flashing
Taping Compounds (thermal)	Thermal Paper Products
Packing Material (for wall and floor penetrations)	Fire Doors

High Temperature Gaskets	Caulking/Putties
Laboratory Hoods/Table Tops	Adhesives
Laboratory Gloves	Wallboard
Fire Blankets	Joint Compounds
Fire Curtains	Vinyl Wall Coverings
Elevator Equipment Panels	Spackling Compounds

### 3. ASBESTOS RESPONSE AT CDL RECYCLE

In the event Suspected Asbestos Containing Materials (SACM) arrive, proceed as follows:

1. If the SACM is still within its delivery vehicle, advise the driver that the load contains SACM. If the driver has documentation that the load is clean, retain a copy of the documentation in our files and ask CDL's Presort Inspector to review and approve the load before it is tipped. If the driver does not have documentation, enter information about the unacceptable load in our computer system, give the driver a copy of the Transfer Stations for Unacceptable Materials information sheet. Observe the vehicle until it exits the CDL Recycle facility.
2. If the material is not within its delivery vehicle, immediately notify the Site Supervisor and General Manager about the SACM. All subsequent CDL Recycle operations regarding the SACM will be directed by the General Manager.
3. If material is dusty or "friable" Do not disturb or handle SACM. DO NOT push with equipment.
4. Cover material with Visquene until CDLs Certified Asbestos worker or a certified Abatement company can bag up the material.
5. Contact hauler to find who is generator of material or directly contact generator if known.
6. Verify with generator if material was tested for asbestos content. Request the asbestos survey and letter of abatement completion if available.
7. Document chain of events.
8. The General Manager or Site Supervisor will consult with environmental experts and notify regulator agency(ies) as required by applicable law.